



Local Impact

2015-2016 Grant Guidelines

Deadline: March 16, 2016 5:00PM – (online submission)



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

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California Arts Council



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Programs Officer

Shelly Gilbride

Address

1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555
Toll Free (800) 201-6201
FAX: (916) 322-6575

Website: www.arts.ca.gov

Office Hours

8:00 a.m. - 5:00 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at www.arts.ca.gov. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

LOCAL IMPACT

2015-2016 GRANT GUIDELINES
DEADLINE: March 16, 2016, 5:00PM
Apply at cac.culturegrants.org



Background

The Local Impact program is rooted in the California Arts Council's (CAC) vision to create a state where the arts are a central component of daily life and accessible to all — reflecting contributions from all of California's diverse populations and fostering civic engagement.

Purpose

The Local Impact (LI) program fosters equity, access, and opportunity by providing project and partnership support for small arts organizations reaching underserved communities. All projects must extend the reach of the arts to underserved populations that have limited access to the arts.

Applicants may seek funding for projects addressing one or more of the following program goals:

- Provide greater access to the arts for individuals, families and communities by reducing barriers to arts participation or exploring innovative strategies for new or increased participation.
- Activate community participants to develop and express their own creative and artistic abilities.
- Embed arts activities in community spaces or organizations such as libraries, parks, senior centers, teen centers, veterans' service agencies or hospitals.
- Celebrate local artistic or culturally specific traditions.
- Utilize artists and creative projects to address specific community needs, encourage individuals to be active in shaping community life, or foster shared understanding between people.

Eligible Funding and Grant Request Amount

The Council has allocated \$1,345,000 to the LI program. Requests for support may be made for up to \$12,000. Grant requests cannot exceed an organization's total income from its last completed fiscal year.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate contributions, private contributions, local government, or earned income. Other State funds cannot be used as a match. Federal funds may be used as a match in certain circumstances with approval of the LI Arts Program Specialist. A combination of cash and in-

kind contributions may be used to match the LI request, with a maximum of 50% in-kind contributions permitted, with the approval of the LI Arts Program Specialist (see Staff Assistance).

Applicant Eligibility

The LI program supports California arts organizations serving underserved communities. **All project activities must serve the specified underserved community.**

Underserved includes inner city, low income, or rural* communities, historically underserved ethnic and cultural communities, people with disabilities, etc. The applicant must provide an explanation of how the community they are targeting is underserved.

- The applicant must be a California-based nonprofit arts organization with a budget of \$1M or less.
- The nonprofit arts organization must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- The organization must demonstrate a history of arts programming for a minimum of two years prior to the time of application. (Organizations whose primary focus is a single event, or events held over the course of a single day or weekend per year, are not eligible to apply.)
- Non-arts or multi-genre nonprofit organization with significant arts programming as a part of the activities and budget of the organization may apply. Non-arts nonprofit organizations must have a history of significant arts programming for a minimum of three years prior to the time of application. If you have questions, please contact the LI Program Specialist (see Staff Assistance).
- An applicant without nonprofit status may use a California-based fiscal agent that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal agent becomes the legal contractor. The fiscal agent must also demonstrate consistent arts programming in California for a minimum of two years prior to the time of application, and have compatible organizational goals to the applicant organization.
- Applicants must complete a California Cultural Data Project Funder Report at the time of application.
- In order to spread our limited grant dollars, organizations applying to both the LI and Creative California Communities (CCC) grant program must choose one grant if recommended for funding in both grant categories. Applicants to this program are not restricted from applying to and receiving funding from competitive CAC grant programs other than CCC, as long as those funds support distinctly different projects or activities.

*The term “rural” is defined in various ways: population density, population size, demographics, economic data or cultural identity. The applicant must provide an explanation of the rural area that they are serving.

Project Requirements

- A public component must be included. Examples may be a culminating presentation, a performance, special event, etc.
- Project activities must demonstrate high artistic quality and address one or more program goals.
- If proposing to work with additional project partners, submit letters of intent for each potential partner.
- Matching funds requirement for this program must be met.
- State funds cannot be used for hospitality, purchase of equipment, or out of state travel. Please see next page for more detail on what the CAC does not fund.

Application Process

CAC Cultural Grants is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account. Detailed instructions and support can be found at www.arts.ca.gov and via the portal at <https://cac.culturegrants.org>.

Review Criteria

A peer review panel will evaluate applications based on the following criteria:

- *Project Design:* Development of project design with realistic timeline, appropriate budget, clear goals/objectives, and achievable outcomes; effective public component; appropriateness of marketing and outreach plans; and engagement or support of target audience in project design.
- *Community impact:* Project's relevance to community and degree to which it addresses community needs or priorities; degree to which it promotes opportunity to engage in or experience arts; evidenced by letters of support from a key stakeholders, partners or collaborators affirming the organization's capacity to serve the community.
- *Artistic merit:* Extent to which California artists are engaged in the project and extent to which artists' skills and expertise support the project goals and objectives as evidenced by samples of artistic work and support materials, artistic personnel, and arts programming schedule of activities.
- *Management and leadership:* Ability of applicant organization to implement proposed project as evidenced by qualifications of project's team, viability of project budget, and overall fiscal health of applicant and partnering organizations.

- *Documentation and evaluation plan:* Strength of program assessment and/or evaluation methodology; strategies to document project outcomes and demonstrate the project's value (including both qualitative and quantitative results).

Peer Panel Evaluation and Ranking Process

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Strongly meets the review criteria; however, some improvement or development is needed.
2-3-4	Developing	Has some merit, but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for CAC support.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

What the CAC Does Not Fund

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public

- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the start or after the ending date of the grant

Timeline

January 12, 2016	Application available
March 16, 2016 5:00PM	Application deadline (online)
Late June, 2016	Funding decisions
Late June, 2016	Funding notifications
Late June 2016 – May 31, 2017	Funded activity period

Grantee Requirements

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include--with your approved grant agreement--copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use CAC logo on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- When discussing the project and activities supported by this grant, verbal credit must be given to the CAC.
- Additional acknowledgement and credit to the National Endowment for the Arts (NEA) may be required to be specified in grant materials.
- A Final Report summarizing grant-funded activities and accomplishments will be required at the end of the grant period.

Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact John Seto, LI Arts Program Specialist at john.seto@arts.ca.gov or (916) 322-6395.**